USING ADOBE ACROBAT READER

You will be using the **Adobe Acrobat Reader** software program provided with this CD in order to view the PDF- formatted documents. For those unfamiliar with Acrobat Reader, here are a few tips and pointers to help you navigate files effortlessly.
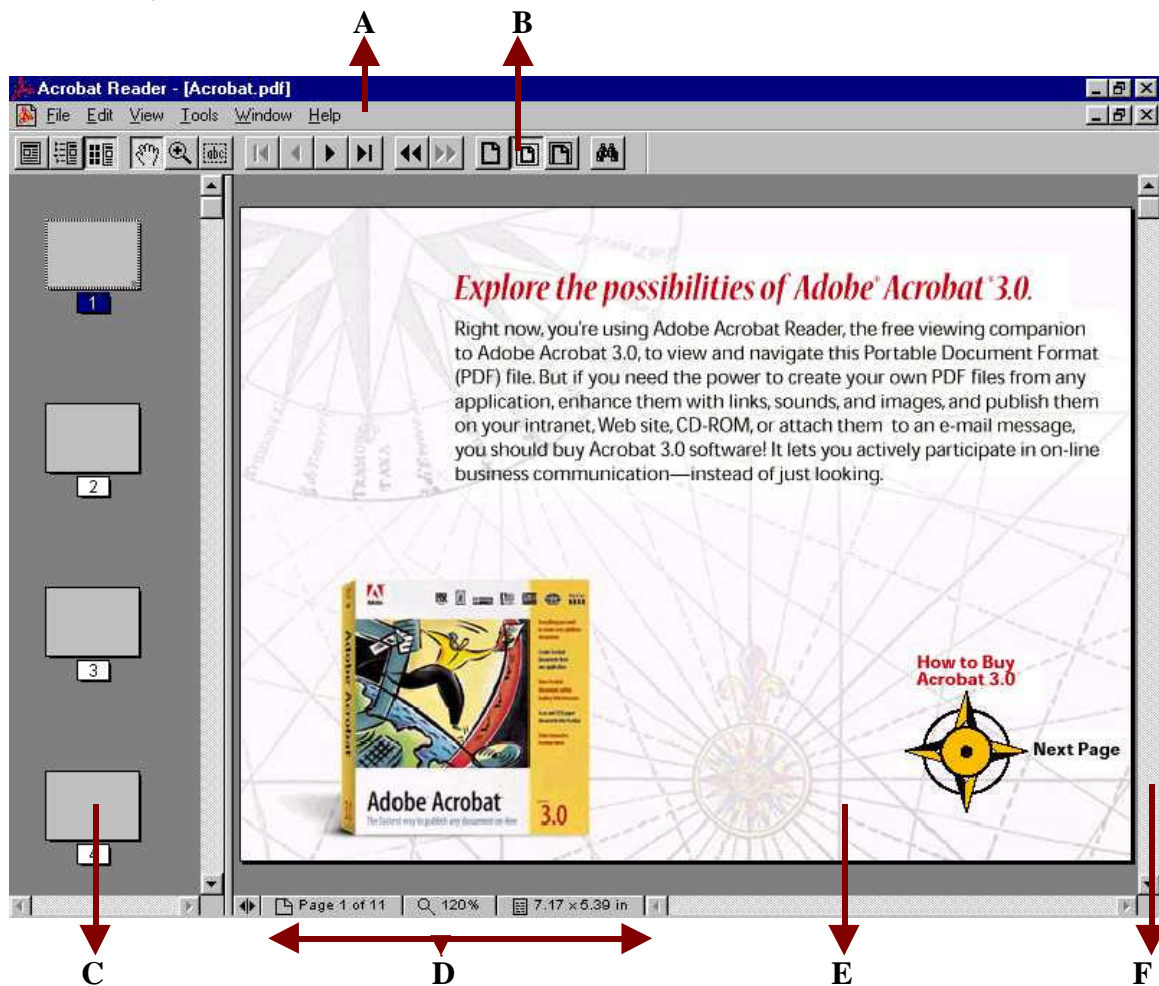
GETTING STARTED

Opening the work file
1 Start Acrobat Reader.
2 Choose File> Open, locate and select the file, click Open.

LOOKING AT THE WORK AREA

The Acrobat Reader work area consists of the command menus at the top of the screen, the toolbar containing various tool and button controls, the document window containing the active document, the overview window containing bookmarks or page thumbnails, and the information status bar at the bottom of the screen.
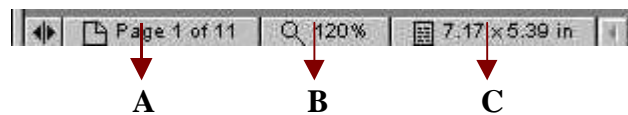

A Menu bar   **B** Toolbar   **C** Overview window
D Status bar   **E** Document window   **F** Scroll bar

NAVIGATING THE DOCUMENT

You can navigate through a PDF document using a variety of methods. In addition to turning pages as in a traditional book, you can enlarge the magnification of the page you are viewing and return easily to previous page views.

Looking at the status bar

The **Status Bar** at the bottom of the document window tells you about the number of pages in the document, the magnification of the page view displayed on your monitor, and the actual print sizes of the pages.

A   B   C

A. Page number **B**. Magnification **C**. Page Dimensions

Notice that this status bar indicates that there are a total of eleven pages and that you are viewing the first page at 120% magnification. The printed page of the brochure is 7.17 by 5.39 inches.

Using the Browse Buttons

The **Browse buttons** in the toolbar at the top of the window let you page through a document.

1   Click the **Next Page** button .
The second page of the document appears, as is indicated by the page-number box in the status bar. Click the button several times to advance to the end of the document.

2   Click the **Previous Page** button to turn to the preceding page. Press several times to page backwards through the document.
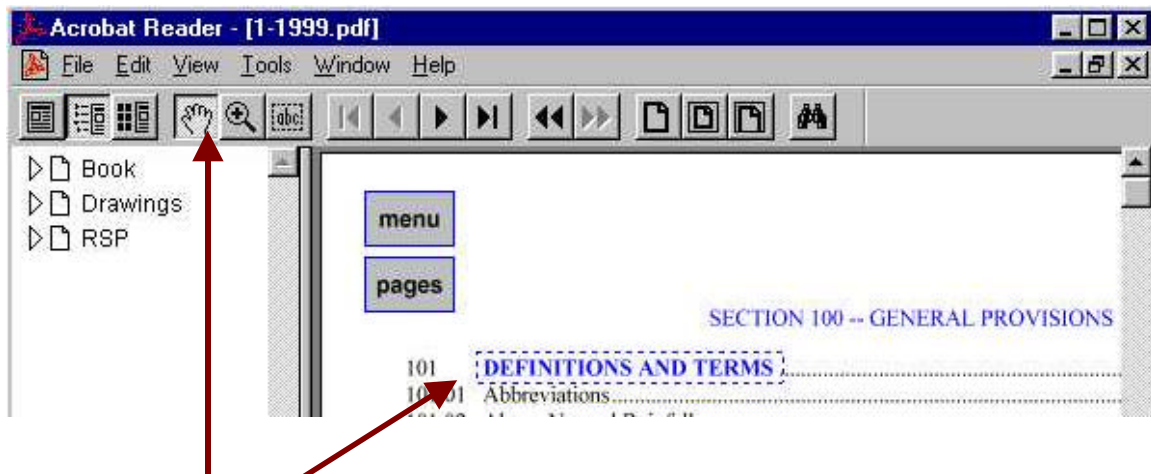
Acrobat also has buttons for jumping to the **First Page** of the document ,
Or to **the Last Page** .

Changing The View Magnification

You can change the magnification of the page view by clicking the **Fit Page** button in the toolbar or by using the **Zoom Tool** . Press Ctrl and click to increase the magnification. Shift-click to zoom out.
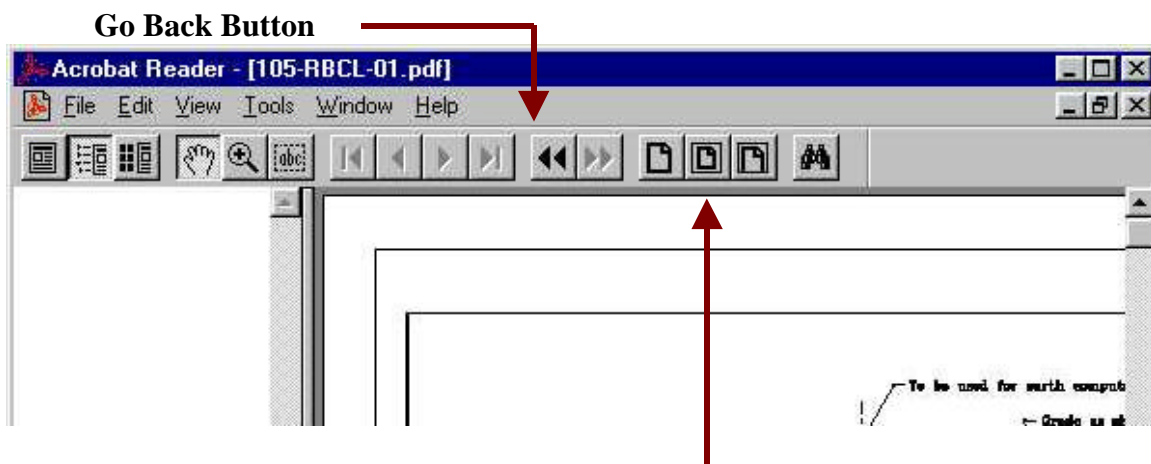
FOLLOWING LINKS

This interactive CD contains a number of **links** to other documents that make it easy to locate information and navigate through the documents. You use the hand tool to follow links.

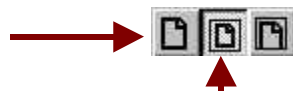**Use the hand tool to click on link and jump to the link destination.**

RETRACING YOUR VIEWING PATH

Once you have jumped to your link destination, you may want to go back to your previous page view. This is simply done by pressing the **Go Back** button on the toolbar

Go Back Button

Upon opening a document, you may change the view by pressing one of the magnification view buttons located on the toolbar.
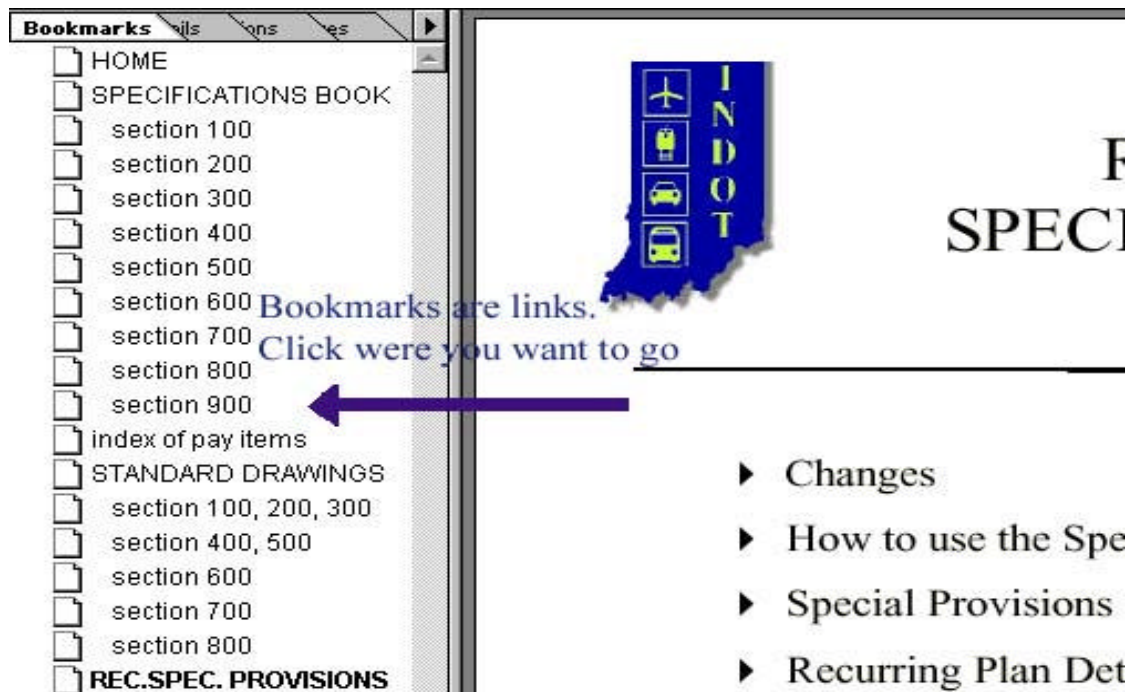
Zooms to 100 %   **Makes visible width fit window.**

Makes current page fit inside window

USING BOOKMARKS

Bookmarks help you to navigate and organize PDF Documents. These features appear in an overview window to the left of the document window.
The Bookmarks are links. By clicking on these links you can navigate the document from any page. They function like a table of content, making this document easy to utilize

By spending a short time experimenting with the features provided with your Acrobat program, you should be navigating easily through all the documents. Remember, you can click the Go Back button repeatedly to retrace your viewing path, view by view for up to 64 views, through a document. If you have followed a link to another PDF document, the Go Back button can also return you to your original document.

Tip to Remember

  Use the Hand Tool. The open hand will change into a pointed hand when it is over a link in the document. This will let you know if something is click-able or not